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**ACCOMPLISHMENTS AND OBJECTIVES**

Fiscal year 1952 was the first full year of operation of the Office of Training (General). The major accomplishments of the Office of Training (General) during this year were:

- (1) the organization, establishment, conduct and administration of training courses and programs which were planned and developed during the last six months of fiscal year 1951;
- (2) the designing of a Career Service Program for the Agency and the subsequent development of this program through the Agency Career Service Committee;
- (3) the relating of required training courses and programs to the stated requirements of the Offices of the Agency and to the Career Service Program; and
- (4) the planning and development of additional training courses and programs in furtherance of meeting the total training requirements of the Agency.

The training courses and programs established and developed in fiscal year 1952 were designed to meet the following objectives:

- (1) the indoctrination and orientation of Agency personnel in the mission, functions, and organization of the Central Intelligence Agency, the language of intelligence, the intelligence process, and the national intelligence structure;
- (2) the training of professional personnel at basic and advanced levels in intelligence principles and in intelligence methods and techniques, in language, in military sciences on a civilian or active-duty status, and in administrative, managerial, and supervisory skills;
- (3) the programming of training for professional personnel in language and area and in specialized functional fields, in the United States and overseas; and
- (4) the instruction of clerical personnel in the office procedures and practices of the Agency.

The specific training courses and programs established or administered by the Office of Training (General) in fiscal year 1952 were:

- (1) Indoctrination: A three-hour course to acquaint all incoming personnel with the language of intelligence, the mission, functions, and objectives of CIA, and the internal organization, mission and functions of the various components of CIA. The workload in fiscal 1952 was [redacted] personnel per month. Because of the necessity of understanding one's own job in the perspective of the total job of the Agency,

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Approved For Release 2000/05/03 : CIA-RDP55-00011A000100060007-2

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- (4) FBI Language and Area Programs: Two-year programs in intensive language and area training sponsored by FBI, and to be conducted partly in Washington and partly in field training stations of FBI. Programs have been planned and arranged in cooperation with FBI and will be established in five fields, Near East, Far East, South Asia, Southeast Asia, and Europe, to provide training for selected personnel in language-area expertise. Shorter tours of duty for each of the area programs will also be available. The Agency has succeeded in obtaining a quota of 15 for each program, a total of 75.
- (5) Technological, Industrial, and Other Substantive Training: Such training to meet the requirements of the Offices of the Agency will be programmed at appropriate facilities, in the United States and overseas, on an individual and small group basis, to provide specialized training for selected Agency personnel in various functional fields. It is not possible to estimate precisely the workload for this kind of training, but it is believed that the number of Agency personnel for whom training is requested will increase.
- (6) Human Resources Program: A program for management and supervisory personnel to provide training in the best and fullest use of personnel under their supervision, by assisting such personnel to appraise their own work methods, to comprehend the human resources under their supervision and to apply the concepts of effective human relations within the frame work of a systematically organized program. It is expected that this program will be instituted on a small group meeting basis, office by office, division by division, until the necessary coverage has been achieved.
- (7) Administrative Training Program: A program for executive and administrative personnel to increase their capacity to perform under the accelerated operational program of the Agency. It is planned to conduct a series of conferences to include senior administrative personnel of all the Offices of the Agency to identify administrative problems to be resolved either by procedural adjustment or by training. It will not be known what the training workload will be until after the necessary conferences have been conducted.
- (8) Personnel Evaluation Report Training Program: A program to provide training for supervisors in the use of the personnel evaluation report established under the Career Service Program. It is planned to conduct a series of training meetings with selected supervisors throughout the Agency who in turn will train other supervisors in their respective Offices so that the necessary coverage will be achieved, and so that the use of these forms will be uniform in the Agency.

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- (10) Briefing of Service Attaches: A program for the briefing of service attaches by selected Agency personnel in order to impart to service attaches the knowledge of CIA necessary to enable them and their respective departments to give maximum support to CIA and to the Intelligence Advisory Committee in their joint responsibility of the production of national intelligence. This program will be established as a result of an Office survey of requirements for briefing. It is expected that all service attaches will be briefed individually or in groups under this program.
- (11) CIA Presentations Program: A program of lectures for high level personnel in the Agency to provide an opportunity for top men in the various Offices to present, discuss and solve problems of interest in the Agency. It is expected that the presentations will be conducted bi-weekly, with an estimated attendance of some 80 personnel per meeting.
- (12) Portable audio-visual training aid units, susceptible of air drop are being developed to provide language, tradecraft, and technical intelligence training in the field. These units will be used primarily on support of the specific training requirements of the covert Offices of the Agency.
- (13) The Office of Training (General) besides conducting and administering its various programs, will review those programs on a continuing basis to improve them and to relate them to the changing requirements of the Offices of the Agency. It will continue to plan other programs as the need arises.

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